99

VENONA

JOP SECKET



GSB.

Bef. No: 3/MBE/T1513 (of 19/12/1962)

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LINSD

SECURITY MEASURES IN "Zhanov" a" OFFICE (1946)

From: SAN SPANCESCO

To: MO3COW

No: 40

1 Peb. 16

To VIETOR[1].

Since repeated attempts by BCRIS(ii) to achieve proper order in ShAROV's[iii] office have not led to satisfactory results, BCRIS proposes, and I support him, that the following measures should be carried out through the SYRDICATE.

- t. The secret documents from each FRM(v) which have to be destroyed first, should be kept in appropriate iron boxes in one place. The duty officer who takes over the supboard containing these documents [2 groups garbled] be given instructions on the order in which to destroy the documents in eace of an alarm.
- 2. The baye of the iron boxes of all the FIRS (including ours) should be left with the boxes, which should be sealed only, since if the keys were missing it might be impossible to destroy the contents in time.
- 3. For the same reason, the safes should be sealed but not looked.
- b. The duty officer should have a complete inventory showing the number of safes, boxes and [4 group unrecovered] containing secret documents with an indication of the degree of importance of the contents of each to be destroyed.

pśrekturo.

[Continued overleaf]

3/MBD/T1513



- TOP SECRET-



- 2 -

3/HBF/TH 543

- 5. A [C' signal] system should be introduced permitting the ismediate mobilisation of all weathers within the confines of the PLANT [LAVOD][vi] in case of an alarm.
- 6. Instructions should be dress up for the conduct of the duty officer during hours of duty and particularly in the event of an alarm.
- 7. In order to svoid the unnecessary accumulation of secret documents the files should be reviewed monthly and documents destroyed the keeping of which

[6 groups unrecoverable]

[58 grasps unrecovered]

to make sure there are no incompletely

[18 groups unrecovered]

No. 25

MAY[MAJ][vii]

Comments: [1] VIETOR : Lt. Con. P. H. FITIN.

[11] BORIS : Cipher officer at the Soviet Commulate-General in NET TORK, Aleksendr Pavlovich SAPRYKIN.

[111] EMBOY : Unidentified cover-news french hikely

[iv] STRUCKE : People's Commissariat for Foreign Affairs.

[v] FING | Presumably the different branches of Soviet representation in the Consulate.

[vi] PLANT : Soviet Consulate.

[vii] MAY : Stepan Sakharovich APRESYaW, Soviet Vice-Consul.

3/182/T1513

